

ATLANTA CITIZEN REVIEW BOARD

OFFICIAL MINUTES*

MEETING: August 14, 2008; 6:30 PM PLACE: 55 TRINITY AVENUE, SW
ROOM #2
ATLANTA, GA 30303

IN ATTENDANCE: SHARESE SHIELDS (SS); SETH KIRSCHENBAUM (SK);
RODERICK EDMOND (RE); JOY MORRISSEY (JM); OWEN MONTAGUE (OM);
LASHAWN HOFFMAN (LH); J.L. BOOKER (JB); HEATHER FATZINGER (HF);
KATHY CRAWFORD (KC); JOHN M. MICHAEL (JMM); CHARIS JOHNSON (CJ);
OWEN MONTAGUE (OM);

ABSENT: NONE

CALLED TO ORDER: 6:42PM CHAIRPERSON SHARESE SHIELDS

ADDITIONAL ATTENDEES: William Castings (WC)- Atlanta Legal Department;
Councilman Lamar Willis (LW); Cary Duncan (CD)-Citizen; Quincy Dugger (QD);
Sylvia Fernandez;

NEW BUSINESS

- 1) PERSONELL MATTER
 - a. KC moved to go into an Executive Session (ES); SK 2nd; Approved Unanimously; ES @ 6:43 PM;
 - b. Out of ES @ 7:03 PM
- 2) HIRING OF ED;
 - a. SK moved to hire Ms. Cristina Beamud; JB 2nd; no discussion; Unanimous

APPROVAL OF MINUTES

- 1) SK moved with amendments; 2nd by LH; Unanimous

OLD BUSINESS

- 1) EXPIRATION OF TERMS OF BOARD MEMBERS AND REAPPOINTMENTS
 - a. SS discussed need for all who need to be reappointed to do so. CJ noted the HF was not interested in being reappointed and that she was identifying potential candidates. KC asked why CJ submitting names to reappoint HF. CJ is the President of the League of Women Voters who appointed HF; HF said that she would continue to work until new appointee.
- 2) BOARD EXPENDITURES
 - a. SS noted that we had asked for an accounting of our available finances; says that everything that we asked to be purchased out of last years budget

was not paid out of last year's budget; Board was sent a spread sheet on accounting yesterday, August 13, 2008; WebEx invoice was not paid due to not being a registered vendor; network domain and vendor was not paid; SS noted that she has communicated with the finance department to find out what happened; LH asked about the details of the spreadsheet; SS did not know and said that she would get clarification from the City; JMM noted specific errors and questions about postage- wants to know what happened; REE noted that it was good that we have a good paper trail about the board's requests to spend funds in a timely manner; JB asked more questions about the postage; SK noted that it was appalling that despite our board's effort to properly utilize funds the City did not purchase needed equipment; KC inquired about a specific line item in the spreadsheet; OM gave specific accounting of effort to obtain IT equipment through the City; KC inquired if people who we were working with on this issue were laid off; some were;

3) BOARD FACILITY

- a. SS noted that the office will be in the Tower on the 9th floor; gave detailed explanation of the facility; space should be completed by tomorrow, August 15, 2008; mentioned that inventory list will be reviewed during the move; LH wanted Myola to be at next meeting to receive access cards to Municipal Court; JMM asked about security in entering new facility; SS noted that the suite has a secured entrance; SS noted that the board will have to continue to meet in City Hall; LH noted that Chief of Staff had ensured that the board will have adequate signage; JM noted that she will recommend for ED to work on re-establishing the CRB office in a place of visibility within City Hall;

NEW BUSINESS

1) EXECUTIVE DIRECTOR

- a. SS noted Christina Beamud was the person that was just voted on to be ED; gave a synopsis of her qualifications and the plan for her to begin working; within 30-60 days she will open office, hire staff, reconcile the budget, be introduced to all points needed to do business, develop process for information exchange, develop projection data, develop board member notebooks for meetings, hire investigators, review policies and procedures and by-laws, meet community stakeholders, develop complaint intake process, and begin reviewing complaints; JB stated that board members should have a copy of all complaints and that the board needs to decide when we will meet with the new ED; SS stated that the entire board will meet the new ED at the next board meeting; HF asked who will ensure that everything is in place for the ED to start work; SS stated that the ED is to report with the Mayor's office and that the Mayor's Office probably will facilitate her transition; HF asked what administrative support would the ED get prior to the hiring of an administrative secretary; SS noted that Myola probably would continue to help administratively; LH asked that a specific request be made to the City;

SK asked if any offer from the City for assistance; JB mentioned someone; SS noted that that person is no longer working for the City; SK noted that the Proposed 60-day Plan for the ED is just that...a proposed plan. OM noted that the board has identified stakeholders; Recommended that the board identify specific individuals in stakeholder sectors to show the new ED the issues in particular sectors. Noted that the ED needs to be comfortable with the board intranet. Noted that the ED needs to set up the computer network. JM noted that the ED needs to track tasks and issue an annual report. SS noted that the ED will facilitate training for the board and make efforts get grant support. JM mentioned that the ACLU did not sound particularly interested in training board members

2) REPORT OF COMMITTEE

a. RULES AND PROCEDURES- SK

- i. SK noted that we were to vote on By-Laws during this meeting. Noted that the Ordinance requires us to pass By-Laws. Noted that we will have Policies and Procedures. Noted that the board agreed to allow the ED to have input into the Policies and Procedures. Noted the possibility that the Policies and Procedures that the board developed may not be able to be supported by the board budget.
- ii. Discussion:
 1. LH noted: 1) Special Meetings: recommended 48 hour notice instead of 24 hour notice; 2) Had questions about language of removing board members; and 3) discussed notice to change By-Laws;
 2. OM recommendations as discussed by SK 1) SK explained that board had responsible for deliberating and deciding not ED; 2) discussed frequency of panel meeting and how screening panels will operate; 3) orientation and training-noted that 3 month seems to be appropriate; SS noted that the training is required by the Ordinance; 4) explained reason why screening panels have different numbers of members; 5) recommended deletion of words from 10.2 "following each meeting"; 11. change "at full" to "at General"; 6) explained why no public comments at hearings; and 7) explained rationale behind clause about removal of board member.
 3. LH recommended that the Secretary as the Official Record keeper, sign the approved By-Laws;
 4. SS noted that Christina Beamud will review the By-Laws and may recommend further amendments;
 5. LM moved to accepted: 2nd JM; unanimous

b. PUBLIC AWARENESS-OM

- i. Noted that WebEx intranet is up and running; offered training on WebEx; SS recommended group training remotely; JM noted that documents that were presumed lost were recovered;

c. **PERSONNEL-SS**

- i. **JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT-** noted that JM developed the job description from NACOLE information; recommended getting the job posted as soon as possible; HF recommended requirement for driving; KC recommended explanations for requirements; JM agreed; SS noted that comments for amendments should be sent via e-mail within next few days; JMM questioned about whether the educational requirements are enough; SS raised point that the salary range will be on the job description; LH noted that the board will have to make the final decision to hire all board staff.

PUBLIC COMMENTS

- 1) CD- Mr. Duncan noted importance of staff giving correct information about time and place of meetings. Says that the posting for today's meeting was erroneous. Raised concern that prospective ED may be biased toward the police department; noted a case in his neighborhood where a teenager was killed by the police; recommended ED look at OHP; stated that he will make an Open Records Request to look at selection process of ED;

OTHER ISSUES

- 1) SS noted that leaking of information about the prospective ED was not initiated from the board; LM recommended issuing press release on hiring of ED;

ADJOURNED:

KC moved to adjourn; SK 2nd; Approved Unanimous; adjourned @ 8:54PM.